

## REAL ESTATE BOARD

### **RECIPROCITY APPLICANT INSTRUCTIONS**

*Please retain a copy of your completed application and this instruction sheet for future reference.*

**IF YOU ARE APPLYING FOR A SALESPERSON LICENSE BY RECIPROCITY, YOU MUST HAVE A CURRENT SALESPERSON LICENSE IN ANOTHER STATE.**

**IF YOU ARE APPLYING FOR A BROKER LICENSE BY RECIPROCITY, YOU MUST HAVE A CURRENT BROKER LICENSE IN ANOTHER STATE.**

ALL RECIPROCITY APPLICANTS THAT ARE APPROVED FOR A VIRGINIA REAL ESTATE LICENSE MUST TAKE THE PSI STATE PORTION EXAM BEFORE THEY CAN RENEW THEIR VIRGINIA LICENSE. Please contact the vendor at 1-800-733-9267 to register for the examination. Study materials for a reciprocal license may be obtained by speaking to an operator at the testing service. Telephone numbers for sources of additional information are listed at the bottom of this sheet. Any applicants who have been subject to disciplinary actions or convicted of felony, misdemeanor or fair housing violations must include additional documents with their application package. In addition to the required court/criminal history records, a written explanation of the events, status and any other information you wish to have considered in reviewing your application must accompany your application. Please note that applicants convicted of fair housing violations should forward either a certified copy of the court documents or a conciliation agreement.

#### **Salesperson applicants must:**

- Must have a High School diploma or its equivalent.
- Hold at least one current real estate salesperson license that is not expired in order to qualify for licensure by reciprocity.
- Provide an Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction. DO NOT send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.
- *Provide one of the following forms of documentation:*
  1. Experience Verification Form(s) verifying that the applicant has been actively engaged for at least **40 hours per week** as a real estate licensee during **12 of the 36 months** immediately preceding the date of application, or
  2. Original transcripts or certified copies of transcripts from the educational institution where the applicant's real estate courses were completed (transcripts must indicate completion of at least 60 hours of a "Principles of Real Estate" course that meets Virginia's real estate education requirements).

**Broker applicants must:**

- Must have a High School diploma or its equivalent.
- Hold at least one current real estate broker license that is not expired in order to qualify for licensure by reciprocity, and
- Provide Experience Verification Form(s) verifying that the applicant has been actively engaged for at least **40 hours per week** as a real estate licensee during **36 of the 48 months** immediately preceding the date of application.
- Provide an Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction. DO NOT send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.

**Instruction on obtaining court and/or criminal history records follows:**

- *Certified copies of court records* may be obtained by writing to the Clerk of Court in the jurisdiction in which you were convicted. The address is available from your local police department.
- *Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

**Applicants with criminal convictions and/or license disciplinary actions will be considered by the Virginia Real Estate Board, which requires an additional two to three months of processing and review time.**

Additional information is available by contacting the following sources:

Virginia Condominium Act and Regulations	(804) 367-8510
Virginia Real Estate Time-Share Act and Regulations	(804) 367-8510
Virginia Residential Landlord and Tenant Act	(804) 786-2042
Virginia Fair Housing Law and Regulations	(804) 367-8530

*Virginia*  
**DOR**  
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Fee \$210.00

Please mail this application with a check or money order payable to the TREASURER OF VIRGINIA. If paying by credit card, please print and attach the credit card form available on our web site at [www.dpor.virginia.gov](http://www.dpor.virginia.gov).

As set forth in 18 VAC 135-20-105, all licensees who obtained their license by RECIPROCITY, in accordance with 18 VAC 135-20-60 must pass a written examination that covers Virginia real estate law and Real Estate Board Regulations in order to RENEW a Virginia license. The examination is offered by PSI Examination Services (800) 733-9267.

Type of License	✖
Principal Broker	<input type="checkbox"/>
Sole Proprietor Using Legal Name	<input type="checkbox"/>
Sole Proprietor Trading Under Assumed or Fictitious Name	<input type="checkbox"/>

- | First | Middle  | Last  | Generation<br>(SR, JR, III) |
|-------|---------|-------|-----------------------------|
| John  | William | Smith |                             |
| John  | William | Smith | SR                          |
| John  | William | Smith | JR                          |
| John  | William | Smith | III                         |

- Enter professional name to be used along with the legal name entered in #1.  
(first or last name of your legal name must be included in your professional name)

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- \_\_\_\_\_  
Telephone

- Yes ☐ (10-digit) License Number Expiration Date

9. List **all** the current and expired licenses, certifications and registrations you hold from other jurisdictions in the following table and attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days from each state/jurisdiction. Do **not** send a copy of your license. Photocopies of your license(s) will **not** be accepted in place of Certifications of Licensure/Letters of Good Standing (see page 4).

State/Jurisdiction	License Number	Expiration Date


OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	0225	LICENSE NUMBER	ISSUE DATE
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10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

- 11.A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, list the misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

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- 11.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

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 See page 5 of this application for information on how to obtain the required police and court records.

12. Have you ever violated the fair housing laws of any jurisdiction?
- No ☐
- Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

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13. Are you applying for **active** license status with a licensed real estate firm or sole proprietorship?
- No ☐ If no, skip to #21. *You will receive an Inactive License if you select "No."*
- Yes ☐

14. Firm/Sole Proprietorship Name \_\_\_\_\_

15. Trade and/or Fictitious Name \_\_\_\_\_

 If you are applying for active licensure as a **sole proprietor trading under a fictitious name**, you must also submit a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.

16. Firm/Sole Proprietorship Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

17. Firm/Sole Proprietorship E-mail Address \_\_\_\_\_

18. Telephone & Facsimile Numbers

(    )    -    \_\_\_\_\_  
Telephone

(    )    -    \_\_\_\_\_  
Facsimile

19. Is the real estate firm listed in #14 a **new** business?

- Yes ☐ If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** (accompanied by the \$270 application fee) prior to the Board issuing your broker license. Skip to #21.
- No ☐ If no, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.

20. Firm's (10-digit) Virginia Real Estate License Number \_\_\_\_\_ (not required for Sole Proprietorships)

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

21. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

#### ***Required Additional Documentation***

1. **APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.**  
Certifications/Letters of Good Standing from other states/jurisdictions must include:
  - ◆ Type of license (salesperson or broker);
  - ◆ Current status of license;
  - ◆ Any disciplinary actions;
  - ◆ How and when license was issued; and
  - ◆ Original signature and seal from the state/jurisdiction.
2. **EXPERIENCE VERIFICATION FORM(S) VERIFYING THAT THE APPLICANT HAS BEEN ACTIVELY ENGAGED AS A REAL ESTATE LICENSEE FOR AT LEAST 40 HOURS PER WEEK DURING 36 OF THE 48 MONTHS IMMEDIATELY PRECEDING THE DATE OF APPLICATION FOR A BROKER LICENSE.**

#### ***Instructions on Obtaining Court and Criminal History Records***

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board, which requires an additional two to three months of processing and review time.

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
P.O. Box 29570  
Richmond, Virginia 23230-4917  
(804) 367-8526  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



Real Estate Board

**EXPERIENCE VERIFICATION FORM**

This form must be completed by a **principal broker or supervising broker** who can attest to the applicant's real estate sales experience during the required 36-month (salesperson) or 48-month (broker) time-period.

*Photocopies of this form may be used to accommodate different brokers that have supervised you during the required 36 or 48 months.*

 **PLEASE NOTE: APPLICANTS CANNOT VERIFY THEIR OWN EXPERIENCE.**

***Salesperson Applicants (reciprocity applicants only)***

18 VAC 135-20-60.6 of the *Real Estate Board Regulations* requires *reciprocity* applicants for real estate salesperson licenses to either 1) be actively engaged as a real estate salesperson for 12 of the 36 months preceding their application for licensure or 2) meet educational requirements that are substantially equivalent to those required in Virginia.

***Broker Applicants (examination and reciprocity applicants)***

18 VAC 135-20-40.2 and 18 VAC 135-20-60.6 of the *Real Estate Board Regulations* require applicants for real estate broker licenses to be actively engaged as a real estate salesperson and/or broker for 36 of the 48 months preceding their application for licensure. Out-of-state licensed principal broker or sole proprietor applicants reciprocating to Virginia may ask a licensee or attorney to attest to their experience.

Applicant's Legal Name

\_\_\_\_\_  
First Middle Last Generation  
(SR, JR, III)

Firm Name

Trade Name

Firm's Principal Broker

\_\_\_\_\_  
First Middle Last Generation  
(SR, JR, III)

I, \_\_\_\_\_, the firm's PRINCIPAL ☐ SUPERVISING ☐ BROKER, certify that the  
Name of Principal or Supervising Broker (select one)

above-named applicant has been employed by, or associated with, a real estate firm and has been actively engaged (active licensure with a licensed real estate firm of sole proprietorship in performing those activities defined in §54.1-2100 and §54.1-2101 of the *Code of Virginia*) for an average of at least 40 hours per week.

\_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_  
(Number of Months) (Month, Day, Year) (Month, Day, Year)

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Principal or Supervising Broker's License Number

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.**

**FORM MUST BE COMPLETE TO BE PROCESSED.**